US Army Corps of Engineers

Monthly Status Reports

13. The contractor shall be responsible for documenting and preparing reports of all meetings, trips, or other communications by the contractor or his representative on matters relative to this contract. These reports shall be submitted to the Contracting Officer or his representative within five working days after the event. Project status and contractor performance measures shall be formally reported on a monthly basis. Informal project status to the USAESCH Project Engineer shall be provided on a weekly basis.

US Army Corps of Engineers

Monthly Status Reports

- E-mailed to PM and PE POC's 1st working day of each month
- One report for each TO
- Info is fed up the Chain of Command and archived appropriately
- Be detailed – let us know where we can help (i.e. overdue submittals, customer coordination, etc.)
- 2 page max

US Army Corps of Engineers

Monthly Status Reports

Review required format

Questions?